

2010-11 KYAE Policy and Procedure Manual

History of Changes

February 9, 2011

- **What was revised?** Assessment Policy, pp. 16-33.
- **When were revisions announced?** E-mail on February 9, 2011.
- **When did they go into effect?** February 9, 2011.
- **What are the changes?**
 - More information was added in the section on the TABE Locator, p. 18.
 - In compliance with the McGraw-Hill recommendation as approved by OVAE, KYAE revised the number of instructional hours required between TABE pre- and post-testing, p. 19.

January 3, 2011

- **What was revised?** Personnel Policy, pp. 39-43.
- **When were revisions announced?** Program Directors Institutes, December 7 and 10, 2010; e-mail on January 3, 2011.
- **When did they go into effect?** January 3, 2011.
- **What are the changes?**
 - KYAE's Teacher Quality Workgroup recommended elevating the minimum requirements for program directors and instructors. The qualifications for instructor aides were modified slightly in preparation for significant changes in the job duties for this position to take effect July 1, 2011.
 - The following language was added to the minimum qualification sections for program director, instructor and instructor aide.
 - Program Director – All program directors hired after January 3, 2011, shall possess a minimum of a bachelor's degree and three years of administrative or management experience. A degree in administration, education or a related field is preferred. This position requires demonstrated leadership ability and evidence of success in achieving measurable outcomes. Program directors who instruct will also meet the minimum requirements for instructors.
 - Instructors – All instructors hired after January 3, 2011, shall possess a minimum of a bachelor's degree in education or a content-related field.

They will have earned a 12.9+ score in every content area on a TABE A or, within the past 10 years, they will have earned a 21 composite score on an ACT or 990 on the SAT. A current teaching certificate in the content area of instruction is preferred.

- Instructor's Aide – All instructor's aides hired after January 3, 2011, shall have a high school diploma or GED credential.